



## **ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT, KASNEB GRADE 4- HRM/SCM/ADSCM/2/2026**

### **(a) Job Specifications**

Reporting to the Deputy Director, Supply Chain Management, the job holder will be responsible for: -

- (i) Developing, implementing and reviewing of policies, strategies, manuals, standards and guidelines in relation to procurement functions;
- (ii) Coordinating identification of demand, plans and procurement of items required by the user directorates and divisions;
- (iii) Providing technical advice during negotiations on strategically significant contracts;
- (iv) Facilitating implementation of procurement plans and processing purchase requisitions;
- (v) Coordinating sourcing, supplier evaluation/rating, inviting offers, negotiations and contracting;
- (vi) Developing procurement and disposal plans and budgets;
- (vii) Overseeing board of survey exercises;
- (viii) Preparing tender advertisement notices and bid awards;
- (ix) Preparing and signing of professional opinion;
- (x) Conducting inspection and verification of the items received by inspection and acceptance committee;
- (xi) Verifying payment documents for goods, works and services delivered/rendered to KASNEB by suppliers and other service providers;
- (xii) Initiating the updating of contract details in government portals and KASNEB websites;
- (xiii) Coordinating preparation of Board papers in relation to procurement activities;
- (xiv) Participating in finance and development committee meetings;
- (xv) Preparing response to issues raised at Board level in relation to procurement activities;
- (xvi) Coordinating training of procurement staff through various regulatory bodies i.e KISM, PPRA, Kenya School of Government (KSG) among others.

### **(b) Person Specifications**

For appointment to this grade an officer must have: -

- (i) Cumulative service period of twelve (12) years relevant work experience three (3) of which should have been in the grade of Principal Supply Chain Management Officer or in a comparable position;
- (ii) Bachelors degree in Supply Chain Management, Commerce (Supplies Management option), Procurement and logistics or any other relevant qualification from a recognised institution;

- (iii) Master's degree in Supplies Chain Management, Commerce (Supplies Management option), Procurement and logistics or any other relevant qualification from a recognised institution;
- (iv) Membership to Kenya Institute of Supplies Management (KISM) or a relevant professional body and in good standing;
- (v) A valid practising certificate;
- (vi) Leadership Course Certificate lasting not less than four (4) weeks from a recognised institution;
- (vii) Proficiency in computer applications; and
- (viii) Shown merit and ability as reflected in work performance and results.

(c) **Key Competencies**

- (i) Strong planning and analytical skills;
- (ii) Project management skills;
- (iii) Ability to mobilise resources;
- (iv) Contract management and administration skills;
- (v) Strategic and innovative thinking;
- (vi) Strong interpersonal skills; and
- (vii) Negotiation skills

**Terms of service:** Permanent and Pensionable.

**Basic Salary range for Assistant Director:** KSh. 109,720 x 9,670 – 148,400 x 11,400 – 194,000